



## POSITION ANNOUNCEMENT

**Job Title:** Custodial Services Aide  
**Department:** Facilities Management  
**Reports To:** Manager of Facilities  
**Shift/Hours:** 40 hours per week

### SUMMARY

This position performs a variety of custodial and light maintenance duties to maintain University facilities in an orderly and sanitary condition using approved cleaning equipment and supplies. Maintains overall appearance of buildings.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Vacuums, shampoos and cleans carpeted areas as needed. Sweeps, mops, burnishes, strips/scrubs and refinishes hard floors as needed. Troubleshoots and corrects floor care problems. Informs Custodial Services Team Lead of problem areas.
2. Maintains and cleans equipment, machines, furnishings, writing boards, fixtures and sinks, offices and lounge areas, inside windows, window screens and window sills. Reports mechanical or equipment failures to Custodial Services Team Lead.
3. Cleans light fixture lenses on an on-going basis, replaces spent bulbs. Reports non-working light fixtures to Custodial Services Team Lead.
4. Cleans classrooms, common areas, lounge areas and restrooms, including toilets and fixtures and replenishes all needed supplies in restrooms: soap, toilet paper, and liners.
5. Gathers trash from designated pick-up areas and loads into receptacles. Empties large refuse containers, cleans and relines refuse containers.
6. Keeps closets, storage areas supplied and in good order and notifies Custodial Services Team Lead of supply levels and when additional supplies are needed.
7. Maintains work area in a safe manner to include prominently and promptly positioning caution signs to clearly mark hazardous areas for pedestrian traffic.
8. Sweeps outside entrances and sidewalks, removes snow from building entrances.
9. Moves/arranges furniture as assigned.
10. Performs light maintenance as needed.
11. Other duties as assigned.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE:** High school diploma or general education degree (GED); one year of experience cleaning and maintaining carpeted and hard floors in an industrial/business environment. Observes all safety rules and uses personal protection equipment.

### TO APPLY:

**Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

**External candidates:**

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to [hr@madonna.edu](mailto:hr@madonna.edu) or [employment@madonna.edu](mailto:employment@madonna.edu)

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.